

Date: 29-08-2022

Suspension Letter

Employee ID: APD-0960

Name of Employee: Muhammad Huzaifa Siddiqui S/O Abdul Samad Siddiqui

Designation: Payment Confirmation Agent

Department: Payment Confirmation

CNIC #: 42201-9803776-1

TM/HOD: Saad Ahmed

Reason: Oliver Wright has been suspended (unpaid) for Friday and Monday (26th & 29th of Aug) due to inappropriate activities and manipulative behaviour.

Furthermore, if there is no change in his behaviour and activities, I will not tolerate it and will notify HR so that we can take action accordingly.

Day(s): 2

We rely upon each employee to perform their jobs to the best of their ability and at a satisfactory level as well as to abide by our policies, which are designed to make our working environment a positive and productive one. As a member of our team, when you fail to meet these expectations, it has a negative effect on the company and on your co-workers, which is not acceptable.

Due to the seriousness of the situation as in above mention reason, you are receiving a 2 day Suspension without pay. The Suspension will be served on **(26-08-2022, 29-08-2022)**.

I agree to the suspension that has been given to me, which had its validity and is being handed out with a way to rectify myself, as to how may refrain myself from committing to any mistakes In future.

Signature & Date

Issued By: Human Resources

Team Leader: Saad Ahmed

Note: All HODs please make note of all the dates amendment in order to comply with company policies and office decorum. Please contact HR in case of any query or concern.

